

How to Skype with Non-Library Attendees Using Outlook and Outlook Web Application (OWA)

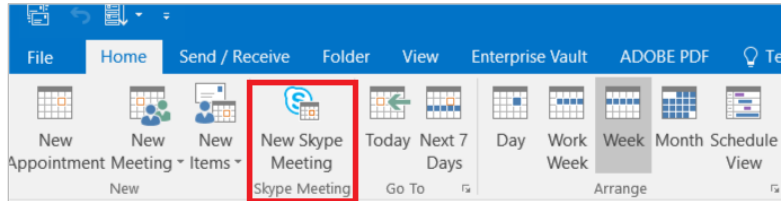
Library users can set up a Skype for Business teleconference or video conference with non-Library attendees using Outlook and the Outlook Web Application (OWA):

- [Skype for Business with Outlook](#)
- [Skype for Business with OWA](#)

Skype for Business Meeting with Outlook

1. Ensure you are connected to the Library network:
 - [Connect Library-Issued Computer to VPN with PIV](#)
 - [Connect Library-Issued Computer to VPN with Idaptive](#)
 - [Connect Personal PC to VPN with Idaptive](#)
 - [Connect Personal Mac to VPN with Idaptive](#)
2. To schedule a meeting with non-Library attendees with Skype for Business, start by going to your **Outlook Calendar**.

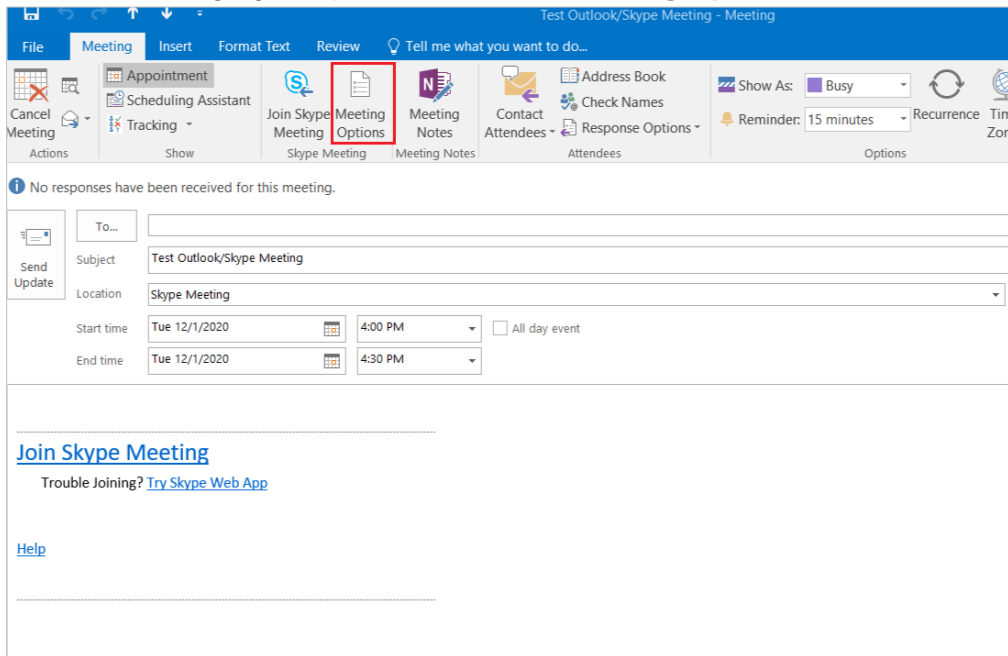
3. Click the **New Skype Meeting** icon on the top navigation bar:



4. In the meeting request window, a meeting link to Skype will be automatically generated and added in. Type in the attendee(s) email addresses and the date/time information as you would for a standard meeting:

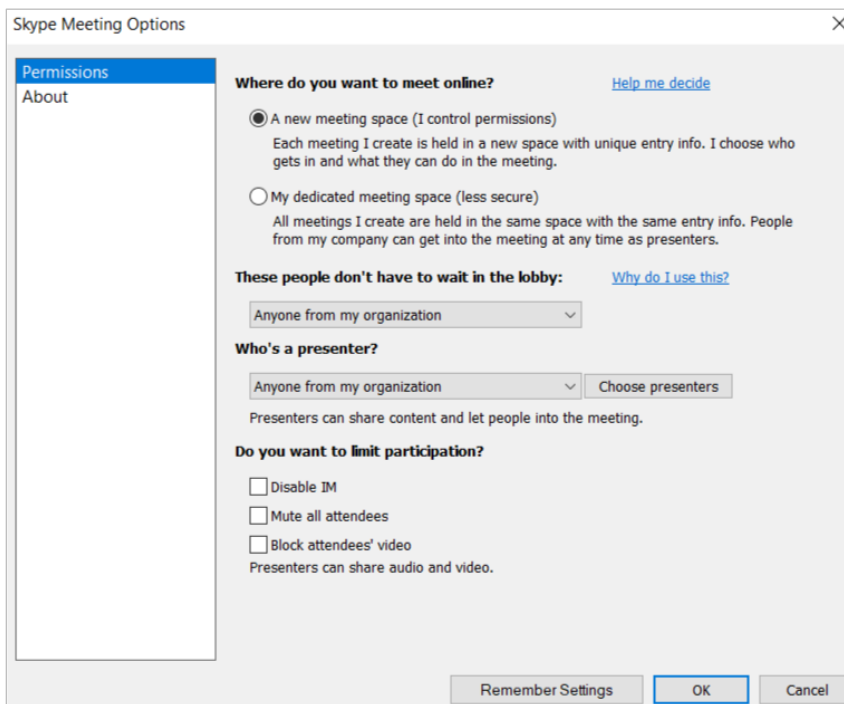
A screenshot of the 'New Meeting' window in Outlook. The window title is 'Untitled - Meeting'. The 'To' field is empty. The 'Subject' field is empty. The 'Location' is set to 'Skype Meeting'. The 'Start time' is 'Tue 12/1/2020' at '3:30 PM'. The 'End time' is 'Tue 12/1/2020' at '4:00 PM'. There is a checkbox for 'All day event' which is unchecked. Below the time fields, there is a blue link that says 'Join Skype Meeting'. Below that, it says 'Trouble Joining? Try Skype Web App'. At the bottom, there is a 'Help' link. The ribbon at the top includes 'File', 'Meeting', 'Insert', 'Format Text', 'Review', and 'Tell me what you want to do...'. The 'Meeting' tab is active, showing options like 'Appointment', 'Scheduling Assistant', 'Join Skype Meeting', 'Meeting Options', 'Meeting Notes', 'Cancel Invitation', 'Check Names', 'Response Options', 'Attendees', 'Show As', 'Reminder', 'Recurrence', 'Time Zones', and 'Room Finder'.

5. To view or change guest permissions, click **Meeting Options** in the Outlook event:



The screenshot shows the Outlook 'Meeting Options' ribbon tab. The 'Meeting Options' button is highlighted with a red box. The ribbon includes sections for 'Actions' (Cancel Meeting, Tracking), 'Show' (Appointment, Scheduling Assistant), 'Join Skype Meeting' (Join Skype Meeting), 'Meeting Notes' (Meeting Notes), 'Attendees' (Contact Attendees, Response Options), and 'Options' (Show As, Reminder, Recurrence, Time Zone). Below the ribbon, a message states 'No responses have been received for this meeting.' The meeting details section shows the subject 'Test Outlook/Skype Meeting', location 'Skype Meeting', start time 'Tue 12/1/2020 4:00 PM', and end time 'Tue 12/1/2020 4:30 PM'. There are links for 'Join Skype Meeting', 'Trouble Joining? Try Skype Web App', and 'Help'.

6. Select **Permissions** from the left-hand menu:



The screenshot shows the 'Skype Meeting Options' dialog box with the 'Permissions' tab selected. The left-hand menu has 'Permissions' and 'About'. The main content area is titled 'Where do you want to meet online?' with a 'Help me decide' link. There are two radio button options: 'A new meeting space (I control permissions)' (selected) and 'My dedicated meeting space (less secure)'. Below these are two sections: 'These people don't have to wait in the lobby:' with a dropdown set to 'Anyone from my organization' and a 'Why do I use this?' link; and 'Who's a presenter?' with a dropdown set to 'Anyone from my organization' and a 'Choose presenters' button. At the bottom, there is a section 'Do you want to limit participation?' with three checkboxes: 'Disable IM', 'Mute all attendees', and 'Block attendees' video'. At the very bottom are buttons for 'Remember Settings', 'OK', and 'Cancel'.

Note: Choose the option for **A new meeting space** to ensure you control permissions and keep the meeting secure.

7. If you are including attendees from outside the Library in the meeting, adjust your settings to allow those guests to enter the meeting without waiting (in the event the meeting host is late to join):

Skype Meeting Options

Permissions
About

Where do you want to meet online? [Help me decide](#)

☒ A new meeting space (I control permissions)
Each meeting I create is held in a new space with unique entry info. I choose who gets in and what they can do in the meeting.

☐ My dedicated meeting space (less secure)
All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.

These people don't have to wait in the lobby: [Why do I use this?](#)

Anyone from my organization
Only me, the meeting organizer
People I invite from my company
Anyone from my organization
Anyone (no restrictions)

Choose presenters

Presenters can share content and let people into the meeting.

Do you want to limit participation?

☐ Disable IM
☐ Mute all attendees
☐ Block attendees' video
Presenters can share audio and video.

Remember Settings OK Cancel

8. Presenters can share content and let people into the meeting. Choose how to restrict permissions for Library-internal and Library-external attendees in the **Presenter** dropdown menu:

Skype Meeting Options

Permissions
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☐ My dedicated meeting space (less secure)
All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.

These people don't have to wait in the lobby: [Why do I use this?](#)

Anyone from my organization

Who's a presenter?

Anyone from my organization
Only me, the meeting organizer
People I choose
Anyone from my organization
Anyone (no restrictions)

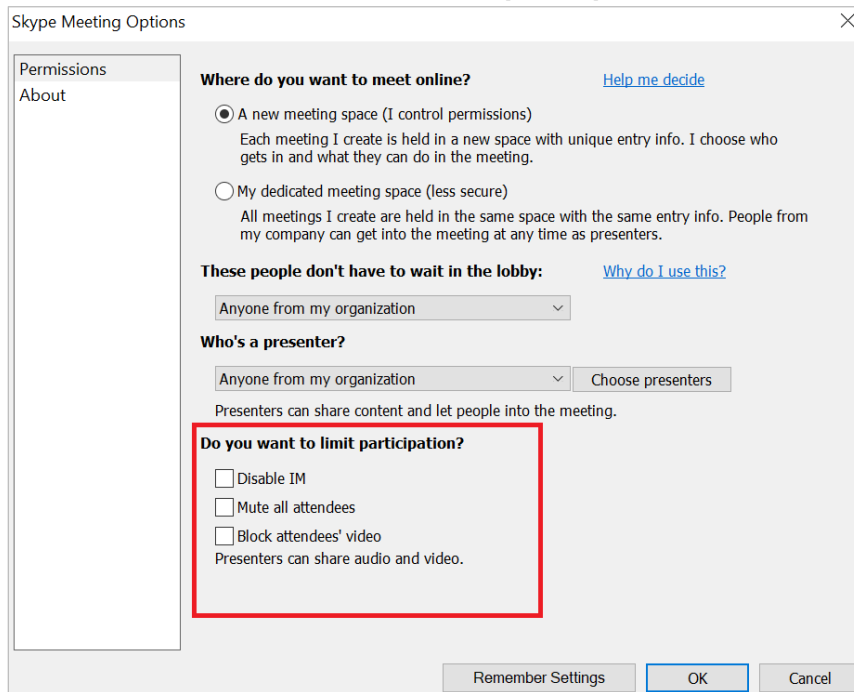
Choose presenters

Presenters can share content and let people into the meeting.

☐ Disable IM
☐ Mute all attendees
☐ Block attendees' video
Presenters can share audio and video.

Remember Settings OK Cancel

9. Check the boxes to select how to limit **participation**:



The image shows the 'Skype Meeting Options' dialog box. On the left is a sidebar with 'Permissions' and 'About'. The main area is titled 'Where do you want to meet online?' with a 'Help me decide' link. It has two radio buttons: 'A new meeting space (I control permissions)' (selected) and 'My dedicated meeting space (less secure)'. Below is a section 'These people don't have to wait in the lobby:' with a 'Why do I use this?' link and a dropdown menu set to 'Anyone from my organization'. Then, 'Who's a presenter?' has a dropdown menu set to 'Anyone from my organization' and a 'Choose presenters' button. At the bottom, a section titled 'Do you want to limit participation?' is highlighted with a red box. It contains three checkboxes: 'Disable IM', 'Mute all attendees', and 'Block attendees' video'. Below these checkboxes is the text 'Presenters can share audio and video.' At the very bottom of the dialog are three buttons: 'Remember Settings', 'OK', and 'Cancel'.

Skype Meeting Options

Permissions
About

Where do you want to meet online? [Help me decide](#)

☒ A new meeting space (I control permissions)
Each meeting I create is held in a new space with unique entry info. I choose who gets in and what they can do in the meeting.

☐ My dedicated meeting space (less secure)
All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.

These people don't have to wait in the lobby: [Why do I use this?](#)

Anyone from my organization

Who's a presenter?

Anyone from my organization Choose presenters

Presenters can share content and let people into the meeting.

Do you want to limit participation?

☐ Disable IM

☐ Mute all attendees


☐ Block attendees' video
Presenters can share audio and video.

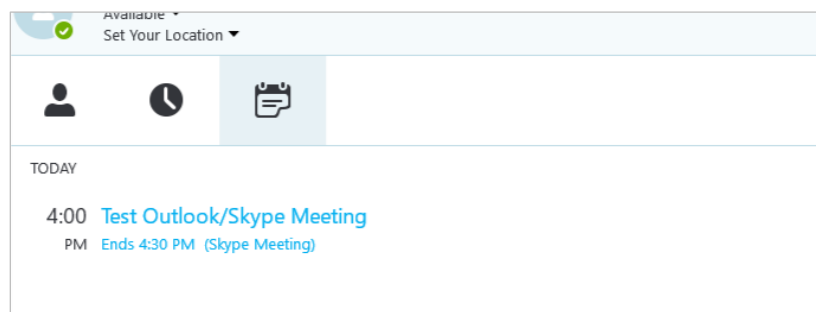
Remember Settings OK Cancel

10. Click **OK** to save any updated permissions.

11. Click **Send** to deliver the meeting invitation.

12. When it is time to join the meeting, you can do so by:

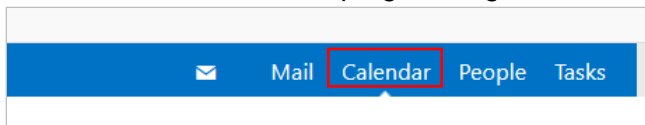
- Opening the meeting event in your Outlook Calendar and clicking the Skype meeting link;
- Joining directly via an Outlook event reminder pop-up on your desktop;
- Clicking the meeting name under the  icon on your Skype for Business home screen:



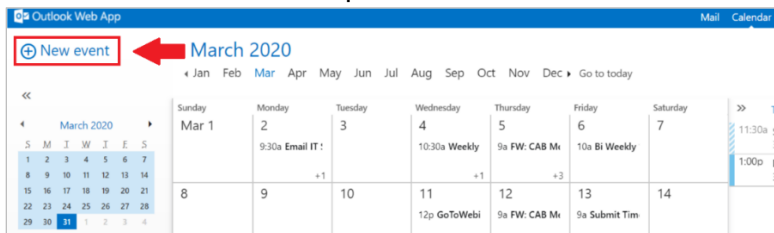
Skype for Business Meeting with OWA

1. Ensure you are connected to the Library network:
 - [Connect Library-Issued Computer to VPN with PIV](#)
 - [Connect Library-Issued Computer to VPN with Idaptive](#)
 - [Connect Personal PC to VPN with Idaptive](#)
 - [Connect Personal Mac to VPN with Idaptive](#)
2. Log into the Outlook Web Application: <https://owa.loc.gov/>
 - a. If you are accessing OWA on a personal PC or Mac, follow the Personal PC or Personal Mac VPN instructions in Step 1 above.
 - b. If you are accessing OWA on your Library-issued laptop, connect to the Library VPN as you normally would. Then, sign in to OWA with your Library credentials.
3. Make sure you are also logged into Skype for Business:
 - [Skype for Business Guide](#)

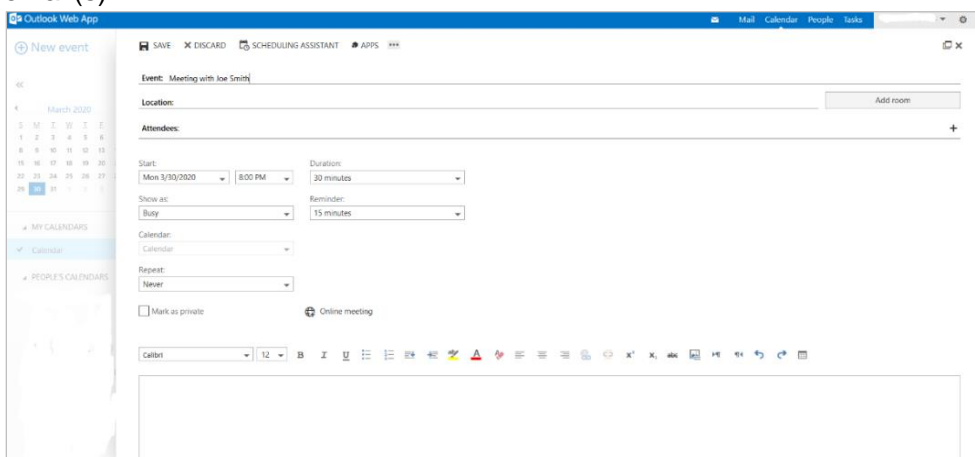
4. Select **Calendar** on the top right navigation bar in OWA:



5. Click **New Event** on the top left of the screen:



6. Enter your meeting information, including event name, time/date, and the attendee email(s):





7. To create the teleconference/video conference link for your Skype for Business Meeting Room, click **Online Meeting** in the middle of the meeting window:


[illegible]


Note: Do not edit the link that is inserted.


- When all of the meeting details are entered, click **Save** on the top of the screen. This will schedule the meeting and send an email to the attendees you have invited.

 SAVE

 DISCARD

 SCHEDULING ASSISTANT

 APPS



Event: Meeting

Location: Skype

Attendees:

Start:

Tue 3/31/2020

10:30 AM

Duration:

30 minutes

Show as:

Busy

Reminder:

15 minutes

9. When it is time for the meeting, click on the link in your calendar invite and join the meeting. External attendees will be able to join the meeting and will be in the meeting room lobby until you admit them into the meeting.